

S E C R E T

6 September 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM: Daniel C. King.
Director of LogisticsSUBJECT: Report of Significant Logistics Activities
for Period Ending 6 September 1984 []1. Progress Report on Tasks Assigned by the DCI/DDCI :

No tasks assigned during this reporting period. []

2. Events of Major Interest That Have Occurred During the Preceding Week:a. Hydraulic Barricades: Installation of two barricades at the entrance to the DCI garage is scheduled to begin this week upon receipt of the barricades. []b. DCI Dining Room: United Painters and Decorators rewallpapered the DCI dining room suite in a silk-textured vinyl on 23 and 24 August 1984. The new china cabinet, buffets, and servers were put in place on 30 August 1984. Old and new official china will be displayed in the lighted cabinet area. []c. Status of Additional Space [] - The Real Estate and Construction Division (RECD) was advised by Bob Goodwin of GSA that [] the managers of [] Building, met with the building owners on 29 August 1984, and they have agreed to give GSA first right to negotiate for any space that becomes available [] will confirm this in writing. []d. New Warehouse Annex, [] - RECD has begun negotiations with the Architectural-Engineering (A-E) firm of [] for the design of the new 80,000 square-foot warehouse annex building at the [] [] The design will include extensive site and utilities development to ensure that any phased construction will provide a complete facility should total construction funding not be available. Project design funding of \$300,000 has been provided. A final A-E design proposal is due on 10 September 1984. []

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25X1 e. Disposal of Communications Materiel: The first truckload of excess communications equipment is scheduled to be delivered to the Property Disposal Office, Fort Belvoir on 4 September 1984. Shipment will consist of 58 line items of materiel. Rack storage space reclaimed is approximately 448 square feet/1790 cubic feet. []

f. Depot Renovations:

25X1 (1) The new guardhouse was put in place on 29 August 1984. []

25X1 (2) Weather permitting, blacktopping of the Depot drive is now scheduled to begin on 5 September 1984. Work should be completed by 8 September. []

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25X1 h. Whiteprint Engineering Drawings - Headquarters Expansion: At the request of the New Building Project Office, Production and Services Contracts Branch issued a request for proposal to obtain whiteprint engineering drawings of the new Headquarters Building. Four responses were received. A firm fixed-price contract award is in process [] in the amount of \$76,905 for 200 sets of 1,104 drawings. The contract will also contain priced option provisions for up to 200 additional sets, as well as pricing for any necessary amended drawings. []

25X1 []

25X1 i. Purchases of 8260 DELTA DATA Terminals: Since 1 July (4th quarter FY-84), Automatic Data Processing and Engineering Branch has received 108 Form 88s (Requisition for Materiel and/or Services) for a quantity of 1004 terminals at a total dollar value of \$3,006,980 which are being processed. At least one more large order will be placed before the end of the fiscal year. []

25X1 j. Headquarters Ground-floor Retiling: Capitol Hill Floor Company has successfully completed Phase I of the contract for retiling of the Headquarters ground floor. Work on the final phase is proceeding ahead of the 14 September 1984 completion date. []

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3. Significant Events Anticipated During the Coming Week:

25X1 a. CIA Factbook: This high-quality Agency recruiting publication, which requires 200,000 press impressions to complete, has been scheduled for printing during the week of 14 September 1984. [redacted]

25X1 b. The Director of Logistics will be attending a GSA
25X1 computer familiarization course on 14 September 1984. [redacted]

[redacted]
Daniel C. King Y

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